

NATIONAL RENEWABLE ENERGY LABORATORY

(NREL)

EMERGENCY PREPAREDNESS PLAN

The NREL Emergency Preparedness Plan (EPP) is designed to enable an effective integration of pre-planning and emergency response activities for a comprehensive emergency management concept. The intent of the EPP is to protect the health and well-being of NREL staff and the public, to prevent damage to physical property, and to prevent damage to the environment during emergency situations.

The NREL EPP is established in accordance with Department of Energy (DOE) Order 151.1, Comprehensive Emergency Management System. The emergency management approach is commensurate with the hazards present and procedures are developed to be consistent with a graded approach. The requirements of applicable Federal, State, and local laws/regulations/ordinances for fundamental worker safety programs are maintained.

I. RESPONSIBILITIES

All NREL management and staff members shall be familiar with the details of the EPP applicable to their duties and shall participate emergency management activities in accordance with specific procedures outlined in the NREL Policies & Procedures Manual 8-4, Emergency Management, and the NREL Emergency Management Manual.

II. PRE-PLANNING

A. Hazard Assessment

A comprehensive assessment of hazards, risks, and vulnerability is conducted for each facility following the guidelines set forth in the NREL Policies & Procedures Manual 6-6, Risk Assessment. The results of the assessment process shall be used to determine the personnel, resources, training, and equipment that are necessary to plan for and respond to emergency situations.

B. Internal Response Organization

NREL has established an internal response organization to react in an emergency situation is identified:

1. Emergency Notification System (ENS)

The ENS provides prompt and appropriate communication to emergency responders on a 24-hour basis. The ENS Operator, located at the Site Entrance Building, immediately responds to reports of emergencies by initiating the pre-established notification list protocol.

2. Building Emergency Coordinator (BEC)

In order to ensure that emergency response efforts are coordinated and consistent between internal teams and external agencies, a BEC is assigned to each major building to act as liaison and communication coordinator during emergency situations.

3. Fire Marshal Team (FMT)

A fire alarm activation notifies the FMT to begin a "sweep" of assigned areas within a building to confirm that evacuation has been implemented and offer assistance where needed during an emergency situation.

4. Environment, Safety & Health Team

Upon notification of an emergency situation, including a medical emergency, available Environment, Safety and Health Team (ES&H) staff will respond to provide support activities, equipment, and/or materials as appropriate and within their capabilities. ES&H will provide ongoing site monitoring, assessment and assistance to the BEC and external agencies.

5. Public Affairs Team

Upon notification of an emergency situation requiring EOC activation or with the potential for media involvement, the Public Affairs Section will respond as a Team to provide appropriate support activities. The Public Affairs Manager will report to the EOC to serve as the Public Affairs Coordinator and the NREL Spokesperson for all public information releases.

6. Site Operations Team

Available staff from the Site Operations Section will respond as a Team when notified of an emergency situation to provide appropriate equipment, manpower, and information on utilities and building systems.

7. Security Team

During an emergency, Security personnel, acting as the ENS Operator, will initiate notification to internal teams and external emergency response agencies per pre-determined notification lists and per additional requests received from emergency responders in the field. The responding Security Team will also provide services related to access control, traffic control, and coordination of law enforcement activities. The Emergency Preparedness and Security Services Manager will report to the Emergency Operations Center (EOC), if activated, to assume the role of EOC Coordinator.

8. Emergency Response Team (ERT)

The ERT has been established to provide an effective emergency response to a hazardous materials incident. ERT members will consist of a Team Leader/Coordinator, Recorder, Technical Safety Expert, and Emergency Response Specialists.

9. Emergency Operations Center (EOC)

The EOC is activated at the discretion of Laboratory Management or the Building Emergency Coordinator involved in an emergency situation. The purpose for EOC activation is to provide a central location for executive decision making, information collection, coordination of resources, emergency situation assessment and priority establishment.

10. Department of Energy/Golden Field Office (DOE/GO)

DOE/GO will respond to an EOC activation to assess the emergency situation, make notifications to DOE as appropriate, approve public statement releases, and generally participate in NREL's EOC activities.

C. External Agency Response Interface

The Incident Command System (ICS) will be followed when NREL internal teams and external agencies respond to an emergency situation. External agencies will appoint an Incident Commander (IC) to merge command with NREL's BEC to jointly coordinate all aspects of the emergency response at the site.

The Emergency Preparedness and Security Services Manager will interface with external responding agencies to provide specialized emergency response activities beyond the capabilities of NREL internal teams, including pre-planning for participation in regular drills and exercises.

III. TRAINING & DRILLS

NREL has developed a coordinated program of training and drills to support and maintain the emergency management program.

Training and emergency preparedness readiness skills are created to parallel individual position responsibilities and emergency response duties.

Drills are conducted on a regularly scheduled basis to provide "hands-on" training for members of the NREL Internal Response Organization and external agencies when feasible.

A formal exercise program shall be established to validate all elements of the emergency management program over a multi-year period.

IV. EMERGENCY RESPONSE GUIDELINES

The NREL Emergency Management Manual includes planned emergency response guidelines for each identified credible emergency at NREL, including specific reporting and response procedures. The following have been identified as potential emergency situations requiring a response:

- A. Fire/Explosion
- B. Chemical/Hazardous Material Release
- C. Toxic Gas Alarm
- D. Medical Emergency
- E. Security Occurrence
- F. Utility Interruption/Failure
- G. Confined Space Rescue
- H. Threatening Weather Conditions
- I. Radiation Emergency

V. TERMINATION AND RECOVERY

The BEC at the emergency site or the EOC Director, if activated, will make the determination that the situation has stabilized, it appears unlikely that conditions will deteriorate, and re-entry is authorized. Responding external agencies will participate in this decision.

Follow-up activities will include appropriate notification procedures following DOE Order 151.1 and investigation of root cause for corrective actions to prevent recurrence.